

## **PART I: Details of Your School**

1. Name of your school: Sekolah Kebangsaan Cator Avenue
2. Full address: Leboh Cator, Ipoh.
  
3. Postcode: 30450
4. Country: Malaysia
5. Telephone number (country code+city code+telephone number): 05- 2496678
6. Fax number (country code+city code+fax number):
7. Name of the Head Master/ Principal/ School Director: Noor Haris b. Dzulkifli PPT.
  
8. Name of Teacher Coordinator: Anthony Paul Raj
  
9. Email address: skcaip @yahoo.com
10. School website (if available): skcai.com
11. Educational level (Such as Kindergarten 1 to Grade/Year 9): Primary (Year 1- Year 6)
12. Number of teachers in your school: 55
13. Number of students in your school: 711
14. Please provide the name of teachers and students who were/have been involved in the planning and implementation of this school activity/programme on Education for Disaster Risk Reduction.

### Teachers:

- a) Mr. Anthony Paul Raj
- b) Mr. Amarjit Singh
- c) En. Zulkifli b. Ibrahim
- d) En. Razif b. Mohd Nor
- e) En. Megat Shukri b. Megat Othman

## **PART II: Information about the School's Activity/Programme on Education for Disaster Risk Reduction**

The information of part II from no.1 to 11 should be no longer than **eight** pages long (A4 type, Arial font, size 11 point). A half to one page A4 of the project summary should be included.

1. Title of the school's activity/programme on Education for Disaster Risk Reduction

Safety and Evacuation Procedures During a Fire
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2. Summary of the activity/programme (a half to one page A4)

One of the duties and responsibilities of teachers is to ensure children/pupils under their care is safe. Pupils are more vulnerable to accidents than any other age group. Whatever settings we work in we have a duty to make sure and keep pupils safe. As young pupils (6-12 years old) have no sense of danger and the consequences of their actions, we need to do the thinking for them. It is also important that both the teachers and pupils know what to expect and take necessary steps and actions when faced with the emergency.

Among the activities carried out for this safety aspect is having weekly talks on fire safety during the school assembly, teachers incorporating safety aspects in their lessons, distribution of a fire evacuation map and safety guidelines to all classrooms and areas in the school vicinity, having joint fire drills with the authorities (Fire Services Department), checking and inspection of all fire equipment in the school (2 times a year).

Teachers are also given specific instructions on how to manage their pupils under their care when faced with a fire. Teachers have also undergone first aid courses aided by the staff of the General Hospital if necessary. Among the most common injuries are burns and scalds, injuries caused by falls, choking and suffocation; and cuts and bruises.

### 3. Background information or reasons why the school initiated this activity/programme

As teachers, we must know what to do in the event of a fire or other emergency. Most schools have procedures and regulations to deal with a fire. It is important that everyone working in this setting knows where the exit points are and what their roles are in an emergency. It is usual to have fire notices, guidelines, fire drills to make sure the staff and children can evacuate a building quickly. This programme was also initiated to expose children to the hazards of fires and how they should conduct themselves when faced with any eventualities. It also helps the school to stay focused on proper guidelines and steps to be taken rather than to wait and act when the emergency actually happens.

Other reasons for having this programme is to put into practice all the safety measures and procedures. These include:

- ❖ What to do during an alarm or practice
- ❖ Make sure everyone leaves the building rapidly and calmly.
- ❖ Group all pupils, staff and adults in a safe zone.
- ❖ Use a register to check that everyone is accounted for.
- ❖ Read and use fire equipment correctly
- ❖ Have emergency contacts and numbers of local authorities.

### 4. Objectives/goals of the activity/programme

To ensure that all staff and pupils know how to practice and adhere to proper safety rules, guidelines and measures at all times.

The school becomes a safe and hazard free environment.

### 5. Period of time when this activity/programme was/has been implemented

Throughout the academic year (January – November)

6. Activities (Short-term actions and strategies of implementation of the short-term actions)

1. Weekly Talks

Talks on fire safety and measures will be incorporated during their assembly once a week. (5 minutes).

2. Incorporating safety measures in daily lessons

3. Have activities with pupils such as quizzes, colouring and poster drawing competitions to instill awareness on fire safety.

4. Make sure all fire and safety equipment are serviced and checked regularly.

5. Have fire practices and drills as often as possible.

6. Engage local authorities help in having professional management of safety rules during an emergency.

7. Educate pupils on hazards which can cause or start a fire, i.e. short circuit, playing with matches etc.

8. Educate pupils on the purpose of safety equipment found in the school vicinity i.e. smoke alarm and fire blankets.

7. Resources used for implementing the activity/programme

1. The school allocates some funds for the implementation of this programme. This goes towards upgrading current and outdated equipment. There is also some allocation for conducting pupils based activities. (colouring and poster drawing competitions, quizzes, school excursion to the relevant authorities).

2. The school Parent-Teacher Association (PTA) also allocates some funds towards achieving this purpose. These funds are mainly used for inviting professional individuals to help disseminate information in regards to this programme and having fire drills.
3. Collaboration between school, Fire and Health Service towards this programme.

#### 8. Monitoring and evaluation mechanism and results

1. The school carries out fire drills 3 times a year and a detailed report on the evacuation process is noted. Further action taken is to engage firefighters to do a demonstration and give a talk based on the report presented by the school. Any shortcomings found in the report is rectified and a proper fire drill are conducted by the authorities. This allows the school to precisely know the areas that need to be given attention. Pupils will also be informed of the problems and the action that they need to take.
2. Refresher courses for all teachers and support staff to enable them to be aware and act accordingly in the due course of an emergency. Teachers will be sent for courses organized by Ministry of Education (MOE) and other organizations and NGOs for this purpose.

9. List of partners, local government bodies, companies or development agencies who participated in the planning and implementation, including their roles in the activity/programme.

Name of Partners	Roles or contributions
a) Fire Service Department Malaysia	Fire drills / talks/ seminars / evacuation
b) Rescue 991	Talks /seminars/ first aid courses
c)	
d)	
e)	

9. Benefits/impacts of the activity/programme to teaches, students and the community

This programme has certainly benefited the school, teachers, pupils and support staff as it has:

- Enhanced and showed control when the evacuation process starts from the emergency point to the assembly area.
- All involved have shown familiarity with the escape routes without assistance.
- Pupils have learnt the sound of the fire alarm and how to respond to it.
- Pupils have confidence to use the fire routes and move to the assembly area in an orderly manner.
- Effective communication and cooperation between the school and the fire authorities.
- All involved will learn a good citizen approach, how to look out for friends and colleagues and to raise awareness on the importance of safety.

10. Plan for sustainability and plan for the future

Plan for sustainability:

1. This programme to carried out in frequently to ensure all involved will be more responsive.
2. Upgrade and install more firefighting equipment and replace outdated ones.
3. Regular checks to be conducted by the various authorities mentioned in this programme.
4. Have more teachers and support staff trained in fire assisting and evacuation.
5. Get more parents involved in this programme as it would benefit them.

Plan for the future:

It is hoped that similar programmes be initiated in the school with regards to other safety aspects in the school. This include safe play areas, labeling and having a hazard free environment in the school. Pupils should also be exposed to other safety and evacuation procedures such as tsunamis, earthquakes, flash flooding and traffic and road safety rules.

11. Photos related to the activity/programme (The school can provide the related photos as many as you can)

Photo1



Teachers undergoing a course on first aid and CPR organized jointly by the school and Rescue 911.

Photo 2



Practical training in CPR

Photo 3



Teachers taking part in a demonstration on first aid

Photo 4



Practical on CPR



Photo 5



Latihan Kebakaran  
Image 1 of 6

CLOSE X

Pupil at the safety zone after fire drill.

Photo 6



Latihan Kebakaran (2)  
Image 2 of 6

CLOSE X

Teachers assisting pupils to the safety zone

Photo 6



Latihan Kebakaran (4)  
Image 4 of 6

CLOSE X

Teachers checking on the attendance of pupils at the safety zone.

Photo 7



Latihan Kebakaran (5)  
Image 5 of 6

CLOSE X

Briefing by school fire drill coordinator Mr. Anthony Paul Raj